

**Internal / External Job Posting**  
**Executive Assistant**  
**Full Time Permanent**

**Abiona Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and two Early Learning Centres. All the programs and services are open to families, young women and their children living in the broader community.

Reporting to the President and Chief Executive Officer (CEO), the Executive Assistant (EA) provides executive support to the CEO. The EA serves as primary point of contact for internal and external constituencies on all matters related to the CEO office.

The EA is the key liaison and support to the Board of Directors, its standing committees, and Corporate Leadership Team. The EA leads and ensures the effective and efficient operation of the CEO’s office and board governance functions.

The EA is a highly competent individual with the ability to exercise good judgment in a variety of situations, strong written and verbal communication, administrative and organizational skills, and the ability to effectively manage multiple priorities and a wide variety of activities and confidential matters with discretion.

- Position:** Executive Assistant
- Term:** Full time permanent
- Program:** Corporate Office
- Reports to:** President & Chief Executive Officer
- Supervised:**
- Receptionist/Administrative Clerks (2)
  - Volunteers
  - Student Placements
- Qualification:**
- University degree in business administration, communications, or a related field, or an acceptable combination of education and progressively responsible experience.
  - 5 years’ direct experience in supporting senior managers and Board in a not-for profit community-based setting.
  - Excellent organizational and time management skills.
  - Strong written and verbal communication skills.
  - Ability to maintain confidentiality and exercise good judgement.
  - Familiarity with applicable data privacy law.
  - Good working knowledge of meeting procedures and rules of order.

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- Expert knowledge in Microsoft Office applications: Word, Excel, Power Point, Outlook.
- Attention to detail and high level of accuracy
- Strong knowledge of general office procedure (scheduling, travel arrangements, etc.).
- Meticulous records retention, filing and database skills.
- Superior multi-tasking skills, and ability to prioritize with minimal supervision.
- General budgeting skills and ability to interpret and implement organization policies and procedures.
- Strong interpersonal and verbal skills, and ability to communicate effectively and build relationships with staff, Board members, external partners and donors.
- Resourcefulness, flexibility and positive professional work attitude.
- Strong customer service orientation.

**Working Condition:**

- Manual dexterity to use desktop computer and peripherals
- Intermittent physical activity, including walking standing, sitting and lifting
- Ability to lift items as heavy as 10 lb.
- Flexibility to work overtime as required

**Closing Date:** **Until filled.**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005*, and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**Human Resources**  
**Abiona Centre**  
**1102 Broadview Avenue**  
**Toronto, ON M4K 2S5**  
**Fax: 416-425-4056**

**OR**

**Email: [hr@abionacentre.ca](mailto:hr@abionacentre.ca)**

**(Please quote "Executive Assistant" in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*

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**Date of posting: November 7, 2024**

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